



Vendor Application

Saturday, October 3rd 2015
10-4:30pm
Application Due Date:
Sept. 4th, 2015 by 5pm

Please type or write legibly.

Business Name: _____

Contact Name: _____

Address: _____

Main #: _____ H / W / C Alternate #: _____ H / W / C

Email: _____

Website: _____

Merchandise Category:

- | | |
|---|--|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Hobbies |
| <input type="checkbox"/> Prepackaged Food | <input type="checkbox"/> Home Décor |
| <input type="checkbox"/> Gifts | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Fine Art/Photography | <input type="checkbox"/> Health/Wellness |
| <input type="checkbox"/> Children | <input type="checkbox"/> Bath |
| <input type="checkbox"/> Other: _____ | |

Description of all items being sold (pictures also required):

Price Range of Merchandise: \$ _____

Booth Space and Equipment Requests*:

- | | | | |
|---|-------------|------|----------|
| <input type="checkbox"/> Booth | 10'w x 10'd | \$50 | \$ _____ |
| Chair | # ___N/A__ | N/A | \$ 0.00 |
| Halogen Light | | N/A | \$ 0.00 |
| Tent
(delivered; setup & breakdown) | | N/A | \$ 0.00 |
| Electricity
(limited availability) | | N/A | \$ 0.00 |
| 6' Rectangular Table # _____ | | N/A | \$ 0.00 |
| | | | |
| Subtotal: | | | \$ _____ |
| Additional \$35 for more than 1 booth space (max 2) | | | \$ _____ |
| Total Due: | | | \$ _____ |

All vendors are required to furnish their own tent, tables, chairs and generator for electricity if needed. Generators are to be the quiet type and will be required to be a minimum of 25ft away from booth space. Vendor fees benefit the CFAAA and Mansfield Safety Clowns

STAFF USE ONLY

Date & Time Received: _____

Received by: _____

☐ Approved ☐ Denied

Payment: \$ _____ Date: _____

☐ Cash ☐ Check ☐ Credit Card

Payment:

Payment will be due upon acceptance to Safety Palooza. All vendors will be notified no later than Thursday, Sept. 10th, 2015 of their application status. Accepted vendors will have until Tuesday, Sept. 15th, 2015 at 5pm to make payment in person or via phone.

For questions, feel free to give us a call at 817-276-4790.

Applicant Checklist*:

- ☐ Vendor Application
- ☐ Signed Vendor Agreement
- ☐ Photos of Merchandise

*Please ensure you are submitting all required items. Incomplete applications may not be considered.

Safety Palooza is a first come event. Submission of a Vendor Application does NOT guarantee a booth space in Safety Palooza. **All Vendor Applications are due by Sept 4th at 5pm. Accepted vendors will be notified no later than Sept. 11th.**

All Vendor Applications, and required information, may be submitted in **one** of the following manners:

1. In person or by mail.

Mansfield Public Safety Building
Attn: Phillip Baker
1305 East Broad
Mansfield, TX 76063

2. By email to phillip.baker@mansfield-tx.gov.

3. Via fax to 817-276-4787 (Attn: Phillip Baker).

The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Agreement, (b) acknowledges its agreement to all the provisions of the Vendor Agreement, (c) understands that submission of Vendor Application does not guarantee a booth, (d) acknowledges there is no refund after acceptance to Safety Palooza and (e) agrees that, the undersigned Applicant, as a Vendor for Safety Palooza, Applicant's business name, website, information, likenesses, and images may be used in event-related publicity and materials. All fees collected benefit the not for profit CFAAA and the Mansfield Fire Safety Clowns.

Signature

Date



Vendor Agreement

A. Safety Palooza Details

- a. Date: Saturday, October 3rd, 2015
- b. Location: MISD Center For The Performing Arts
1110 West Debbie Lane
Mansfield, TX 76063
- c. Hours:
 - i. Setup: 7am-9am
 - ii. Open to Public: 10am-4:30pm
 - iii. Breakdown: 5-6pm

B. General

- a. Safety Palooza is a first come first served up to 100 vendors fair. Only Applicants that have submitted an application and have been accepted as a vendor will be permitted to participate as vendors in Safety Palooza.
- b. Application Process: Each proposed vendor must submit a completed Vendor Application for the 2015 Safety Palooza. A completed application MUST include a Vendor Application, signed Vendor Agreement, and photos of merchandise. Incomplete applications may not be considered. All applications must be received no later than **September 4th by 5pm**. Applicants will be notified of their application status no later than Friday September 11th.
- c. Wait List: A wait list will be established for Applicants after the capacity has been met. If an accepted Applicant chooses to not participate, the next Applicant will be notified of their acceptance as a vendor in Safety Palooza. Payment will be due at time of acceptance.
- d. Fees: All fees of accepted vendors will be due by Tuesday September 15th by 5pm. Payment is NOT due with submission of an application. Accepted vendors will be able to make payment via phone or in person at the Mansfield Public Safety Building. All proceeds will benefit the not for profit CFAAA and the Mansfield Fire Safety Clown Program.
- e. Cancellations: No refunds will be made to Vendors who cancel after they have been given their acceptance to Safety Palooza and have paid.
- f. Parking: Vendors may unload at their booth and move vehicles immediately after unloading to parking in designated Palooza Vendor Parking Area. No vehicles will remain in the event area.
- g. Marketing: The City of Mansfield will be advertising with Texas Red Hot Radio, 95.9 The Ranch, and 92.1 Hank FM, along with local flyers. Vendors are encouraged to market and promote their business and events via their social media, customers, and word of mouth to contribute to the success of the event.
- h. Sales: All proceeds of a Vendor's sales shall be retained by the Vendor. Each Vendor is responsible for collection and remittance of all taxes relating to its sales and for indemnification of and hold the City of Mansfield and Safety

Palooza harmless from any failure by the Vendor to collect and remit such taxes in accordance with applicable law. The City of Mansfield does not guarantee sales at Safety Palooza.

- i. All vendor booths will be 10'x10' outdoor booths. All vendors must have a tent and table for their booth. Vendors may bring a quiet generator (one that does not disturb your neighbor). If generator is too loud, Safety Palooza staff reserves the right to ask vendor to not use said generator.
- j. Vendor Activities and Operations:
 - i. Each Vendor shall operate its business during the 2015 Safety Palooza in a good and workmanlike manner, using best efforts to comply with applicable rules and regulations and protect the safety and welfare of the patrons, invitees, and guests of Safety Palooza and the City of Mansfield.
 - ii. Each Vendor is responsible for delivery, assembly, maintenance, disassembly, and removal of all its property, including without limitation: booth set-up, booth break-down, and booth clean-up. Each vendor shall operate its business during **ALL** hours of Safety Palooza. No Vendor will break-down before 5pm. Each Vendor must vacate the premises by 6pm.
 - iii. Each Vendor shall display and offer for sale only such merchandise as identified in its Vendor Application. Safety Palooza staff reserves the right to refuse any display or items sold deemed inappropriate. The staff decision is final.
 - iv. Vendors will be responsible for their own extension cords and generators.
 - v. Vendors shall provide their own tables, tents and chairs.
 - vi. Booth set-up time will be provided to Vendors beginning Saturday, September 3rd from 7am-9am. All Vendors must be set up by 9am on Saturday, September 3rd.
 - vii. Each Vendor shall, at all times, be and remain responsible for its own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the Vendor. Safety Palooza and the City of Mansfield will not be able to make change.
 - viii. Vendors will adhere to all MISD rules and regulations while on school property, the use of tobacco and alcohol is prohibited. No fire arms or weapons are allowed on school property. Any materials deemed inappropriate by the MISD will not be allowed.
- k. Bad Weather: Safety Palooza will go on rain or shine. No refunds will be issued due to bad weather.

I have read the rules and regulations of Safety Palooza and agree to abide by the established rules. I understand if I do not abide by the rules and regulations, I will be asked to remove all merchandise and a refund will not be issued. I realize that if I cancel my registration, I will not be issued a refund. I hereby release the City of Mansfield, Mansfield Fire Rescue, MISD and the Safety Palooza staff, its employees, agents, and volunteers from all responsibility in the event of a personal injury, or loss, damage, or theft of merchandise.

Signature

Date